



U.S. Department of State
INTERAGENCY POST EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

1. POST Panama	2. AGENCY State	3a. POSITION NO.
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3b. SUBJECT TO IDENTICAL POSITIONS? AGENCIES MAY SHOW THE NUMBER OF SUCH POSITIONS AUTHORIZED AND/OR ESTABLISHED AFTER THE "YES" BLOCK. ☐ Yes ☐ No

4. REASON FOR SUBMISSION

- ☐ a. Reclassification of duties: This position replaces
Position No. _____, Grants Administrative Assistant (Title) 0105 (Series) _____ (Grade)
- ☒ b. New Position:
- ☐ c. Other (explain) _____

5. CLASSIFICATION ACTION	Position Title and Series Code	Grade	Initials	Date (mm-dd-yy)
a. Post Classification Authority	Administrative Management Assistant - 0105		TLO	07/07/14
b. Other				
c. Proposed by Initiating Office	(EFM) Grants Administrative Assistant			

6. POST TITLE POSITION (if different from official title)
Grants Administrative Assistant

7. NAME OF EMPLOYEE

8. OFFICE/SECTION
Political Office

a. First Subdivision

b. Second Subdivision

c. Third Subdivision

9. This is a complete and accurate description of the duties and responsibilities of my position.

10. This is a complete and accurate description of the duties and responsibilities of this position.

Typed Name and Signature of Employee Date(mm-dd-yy)

Typed Name and Signature of Local Supervisor Date(mm-dd-yy)

11. This is a complete and accurate description of the duties and responsibilities of this position. There is a valid management need for this position.

12. I have satisfied myself that this is an accurate description of the position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.

Typed Name and Signature of American Supervisor Date(mm-dd-yy)

Typed Name and Signature of Human Resources Officer Date(mm-dd-yy)

13. BASIC FUNCTION OF POSITION

The Grants Administrative Assistant provides administrative support and policy guidance to agencies and sections at post regarding Federal Grants and Cooperative Agreements. The incumbent provides assistance to primary Grant Officers and Grant Officer Representatives (GOR). The Grants Administrative Assistant may be required to handle sensitive grant information. The incumbent seeks out funding sources available for grants and program initiatives in the State Department and provides guidance in drafting program proposals. Assists program funded sections with properly drafting grant proposals and maintains a Grants Database Management System for Embassy Panama. The Grants Administrative Assistant provides logistical and budgetary support for all aspects of grant programming. Works with various agencies and sections to determine the likely costs of projected programs and consults with appropriate personnel regarding funds availability for such programs, giving details of projected costs. Assists Post's Grant Officers and Grants Officer Representatives with monitoring and reviewing the implementing of all program funded grants. Ensures full compliance with all necessary reporting requirements upon grant/program completion. Organizes and maintains all grant and program files.

14. MAJOR DUTIES AND RESPONSIBILITIES

% OF TIME

Grants Assistant – (85%):

- Ensure proper pre and post awards grant administration.
- Maintain accurate grant records by section/agency and varying fund cite and fiscal year of CARS and other large grants at post to coordinate receipt of required grantee reports and disbursement.
- Assist grant applicants to register in the DUNS and SAMS systems required for application for federal awards.
- Post grants and award offers from the Mission on Grants.gov and other appropriate sites.
- Review for accuracy and completeness various grant forms in the 424 series.
- Establish internal SOP to periodically review and 'spot-check' grant files and forms across agencies at post.
- Notify sections/agencies of upcoming disbursement and reporting due dates for major grants.
- Receive SF-270 forms from grantees, process with Grant Officers (GOs) and Grant Officer Representatives (GORs) for disbursement.
- Provide required financial reporting to the State Department or other Agencies on account balances of major grants.
- Establish and lead administrative working group of other professionals at post also managing grants for their own sections (such as INL, PAS, POL, etc.) to facilitate information exchange and keep up-to-date on GPDs, OMB circulars and other policies affecting federal awards.
- Ensure all GOs and GORs received proper training in accordance with policy. Maintain training records for all GOs and GORs and ensure all GOs and GORs maintain required certifications.
- Be prepared to provide grants administration training to GOs and GORs when necessary.

Grant Officer Representative duties – (10%)

- Be prepared to act as a GOR when designated by a Grant Officer.
- Maintain contact with the award recipient through site visits and other liaison/oversight activities.
- Upon completion of site visits, promptly submit trip reports to the GO.
- Verify timely and adequate performance of the recipient's program progress and financial status. Promptly notify the GO in writing of any noncompliance, deviation in performance, or failure to make progress.
- Assist GO in ensuring recipient compliance with all terms and conditions of the award.
- Prepare internal documents to support any amendments to the award for the GO's evaluation.
- Evaluate the recipient's program effectiveness at the end of the program and submits a final report to the GO.
- Perform other duties, as requested or delegated by the GO, to assist in the prudent management of recipients of assistance award.

OTHER – (5%):

Supports Front Office (Ambassador and DCM) and Political Section during VIP visits and other duties, tasks and projects as assigned by the Political Officer in support of ICS goals.

15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

- Education:** 2 years of university/college studies.
- Prior Work Experience:** Minimum two year's work experience in office budget management, accounting, Non-Governmental Organization (NGO) management, public-private sector fundraising, Public Administration, Social Services, Business Management, Project Management, and other related.
- Post Entry Training:** Must pass PY220 Intro to Federal Grants and PY222 Grants Monitoring upon entry to

service, and apply for and receive a Grant Officer Representative certification as required by A/OPE/FA.

- d. **Language Proficiency:** English Level 3 / Spanish Level 3 are required.
- e. **Job Knowledge:** Knowledge of principles and processes for providing customer and personal services. This includes customer needs assessment, meeting quality standards for services, and evaluation of customer satisfaction. Knowledge of general office operations and grants administration, and fiscal procedures.
- f. **Skills and Abilities:** Must be proficient in word processing and spreadsheet programming, EXCEL, Database management, PowerPoint, and Budget management tools. Excellent oral and written communications, excellent interpersonal and organizational skills, and demonstrated ability to work in a dead-line driven high stress environment. **Must be able to obtain a secret security clearance.**

16. POSITION ELEMENTS

- a. Supervision Received: Directly supervised by the Deputy Political Officer.
- b. Supervision Exercised: No direct supervision exercised. Incumbent may provide work guidance to contractors assisting with specific projects related to grants administration.
- c. Available Guidelines: A/OPE and Post directives/guidance, FAM, FMO regulations, Grants Management directives.
- d. Exercise of Judgment: Must exercise considerable judgment in the proper administration of Post's grants programs.
- e. Authority to Make Commitments: In coordination with the various agencies and program funded section chiefs, and FMO, the position will assist GOs and GORs with making proper monetary commitments on behalf of Post in support of the grants program.
- f. Nature, Level and Purpose of Contacts: NGO mid-level managers, mid-level Panamanian government officials, contractors, agency chiefs, and program managers. The nature of contact will be related to pre/post award grants administration and training.
- g. Time Expected to Reach Full Performance Level: 1 year, due to complexity of grants work.